



Meal Site Manager (Platteville)

ADRC is recruiting for a Meal Site Manager. This position manages the nutrition program at the Platteville meal site. Hours are generally 8:30 a.m. to 2 p.m., Monday through Friday.

Minimum Qualifications

Education:

1. Graduation from high school or high school equivalency
2. Must be able to pass Serving Safe Foods Exam within 6 months

Experience:

1. One year experience in nutritional food service preferred
2. Experience working with volunteers

Other:

1. Valid Wisconsin driver's license
2. An available vehicle and an acceptable driving record may be required
3. Desire to work with elders required
4. Must be able to move and/or lift up to 50 pounds

Note: Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. A County Application is required and will be accepted at the following location.

Grant County Personnel

111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: Meal Site Manager

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin

IMMEDIATE SUPERVISOR: Aging Program Coordinator and ADRC Director

PAY RANGE: Grade D

FLSA: Non-Exempt

NATURE OF WORK

Manages the nutrition program at a meal site in Grant County.

MINIMUM QUALIFICATIONS

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Knowledge, Skills and Abilities:

1. Knowledge of food service techniques and sanitation practices
2. Volunteer coordination skills
3. Organizational abilities
4. Ability to plan work of others
5. Oral and written communication skills
6. Computer skills including Microsoft Excel software
7. Tact in dealing with the public
8. Ability to perform as a "team player"
9. Ability to follow directions
10. Ability to verify contributed amounts and bank the amount daily
11. Ability to keep information confidential

ESSENTIAL FUNCTIONS

Under general direction

1. Responsible for the operation of a federally funded meal provision site and the recruiting, training, and coordinating of a volunteer force in the serving and home delivery of prepared meals
2. Develop and coordinate site activities, outreach, and referrals for participants
3. Recruit participants (for both congregate and home delivered meals)
4. Order meals and supplies

5. Organize the set up, decorating, and clean up of meal site
6. Maintain equipment
7. Keep inventory and order necessary supplies
8. Keep accurate and complete daily records and reports which must be submitted to supervisor in a timely manner
9. Attend approved and/or required training
10. Participate in ADRC functions as assigned

SUPERVISION RECEIVED

General direction and supervision is provided by the Aging Program Coordinator and ADRC Director

SUPERVISION EXERCISED

Day to day supervision of the site volunteers

ENVIRONMENTAL FACTORS

Travel to training (most are in-county); dexterity in movement and picking up objects; requires standing and lifting on a routine basis; able to move and/or lift up to 50 pounds; ability to bend, stretch, plug, unplug and perform basic mobility functions related to meal site environment; operate equipment such as telephone, calculator, dishwasher, microwave, stove/oven and other small pieces of equipment found in kitchen and dining areas; some locations require vacuuming, floor sweeping and/or scrubbing and cleaning tasks

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 05/20/2021